



CITY OF MARSHALL
Diversity, Equity, and Inclusion Commission
Agenda
Thursday, July 06, 2023 at 3:00 PM
City Hall, Camden Conference Room

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) June Minutes

OLD BUSINESS

NEW BUSINESS

- [2.](#) Engagement & Capacity
3. Revisit Budget
4. Advancing World Café
5. Welcoming Week
6. Juneteenth Report
7. PRIDE Report

OTHER

8. Upcoming Events

Sounds of Summer, National Night Out, Welcoming Week

ADJOURN

VISION STATEMENT: The City of Marshall is dedicated to building a welcoming, inclusive, and racially equitable community.

MISSION STATEMENT: Create and sustain an ongoing dialogue, through which we explore inequities, share information, and be a change agent for race equity within our community.

MINUTES
CITY OF MARSHALL
DIVERSITY, EQUITY, AND INCLUSION COMMISSION

Thursday, June 1 at 3:00PM

City Hall, 344 W. Main Street Camden Conference Room and Zoom

AT LARGE MEMBERS PRESENT: Joyce Tofte, George Taylor, Michele Sterner, Ashley Dwire

STANDING MEMBERS PRESENT: Nicole DeBoer

ABSENT: Jay Lee, Amber Kinner-Alahakoon, Timothy Mok, Denae Winter, Lauren Mellentin, Melissa Doherty, Samira Sheikh, Beth Ritter, Carol Biren, Jeet Sausen

STAFF PRESENT: Amanda Beckler, Community Education Coordinator, Addy Wolbaum, Diversity, Equity, & Inclusion Assistant

MINUTE TAKER: Ashley Dwire

Meeting called to order at 3:03 pm by Michele Sterner

Approval of Agenda: Approved by George Taylor (Second by Michele Sterner)

Approval of Minutes: Approved by George Taylor (Second by Michele Sterner)

1. May Minutes amendments

a. In May minutes it was stated that Mayor would complete an hour long presentation. The mayor will do the proclamation. The hour long presentation was in reference to proclamation and possible speaker.

b. There was suggestion that popcorn would come from See's sister for the drive-in. It should be noted that this was not a direct item that was voted on and we did not ask See's sister to do that for us.

c. Movies for Juneteenth. There will be two movies showing on the 19th for the Juneteenth event in Marshall and not movies on two different weekends.

OLD BUSINESS

2. Discussion took place on Budget & Distribution of Funds

a. Sharon, Michele, and George will go deeper on what the budget distribution will look like at a later meeting. Questions that were brought up: Will we have major cost categories? Are we going to come to the committee each time we want to spend money? Based on commission experience what are some practices that would fit our culture and mission moving forward?

b. Addy shared what she and Amanda had come up with for categories. Amanda reviewed expense line items: general professional services (\$5,000), general supplies (\$1,500), advertising & marketing (\$2,000), and conferences & training (\$1500). Amanda clarified that none of these areas are locked in but wanted to share a starting point. Commission discussed line items or line items broken out by event hosted by the diversity, equity, and inclusion noting that advertising and marketing could possibly be lower in cost.

c. George noted that we can always allocate funds differently internally. The events would likely need their own expense category. George made the statement that if everything has to come to the committee then we will likely be at a standstill a lot of the time. George brought forth the idea of a threshold amount? Michele noted that she felt that we need to have pretty strict parameters so that funds are not being spent for items not approved by the commission. Threshold categories could serve as a safeguard so that if anything is released or put out then the DEI has an understanding of what that is. Anything outside the threshold could be approved by the DEI.

d. Nicole shared the idea of making it a requirement that we make purchases from local businesses. We would avoid buying from Walmart or Amazon if possible. This could be a note somewhere that staff will do everything in their power to buy local before going with a larger vendor. Amanda indicated why Amazon was chosen for most recent purchase (pens/stickers/banner). Collective of the committee was that because of time constraint, budget, and need for bulk that recent purchase (pens/stickers/banner) would be made through Amazon.

e. Continued conversation on budget and threshold: Amanda-Are we wanting to set that threshold today? George- Do we want to talk about that today? Threshold for the overall budget? Threshold for each line item category we have listed? Amanda-My thought process is that we start with events first. Then we can assess money left over to focus on other items. Amanda adds it goes back to the commission and what direction we want to go with the commission. I truly still go back to being that advisory group that can really help steer and guide other programs and initiatives. Where do you find that balance? George-Conferences and training-produce change agents in our community. Money for this fiscal year is already allocated so we are just planning.

f. Addy-Should we bring conversation on threshold to the next meeting.
Discussion tabled for next meeting when there may be more members present.

NEW BUSINESS

3. Discussion took place on Volunteering & Capacity of future events and DEI Commission

a. We need more members to cover PRIDE. For Juneteenth we have two volunteers signed up during the same time slot. Nicole was one of those signed up and Jay is the other. Addy and Nicole discussed the possibility of Nicole or Jay covering a different time so that there was at least one member present at the Juneteenth table for the entire event.

b. George discussed sharing our story and how the community can get involved. This may help with volunteer numbers. Asking community members if DEI is important to them and sharing what they can do to help. Share the idea, collect feedback, measure the feedback, and assess the feedback. Michele-I think it is a great idea. I think that we will see though that the same groups of people currently volunteering would be the outreach. We are lacking commitment from a large portion of our commission.

c. Addy-Discussed upcoming events: National Night Out, Welcoming Week, Juneteenth, Pride and the need for more commitment. Amanda noted that as a commission if there is agreement to be present at the events it would be nice to see members step up so that can come to fruition. She noted that yes we should have presence but in order to do that we need to step up. If we are not getting members to step up can we be there? We should but can we? George made note that further conversation would be had with Sharon on clarifying roles and responsibilities.

d. Michele noted that based off the conversation we likely will not be able to be at PRIDE. George-Would it be possible to show a banner or some type of visual support if we cannot have a physical presence? Amanda- I agree with that idea. My opinion is if we are a DEI commission we need to show that we are supportive of PRIDE. I think that it would look very bad if we didn't. Michele-Who is going to bring the banner and set up? Addy volunteered to do this. Nicole-What were we planning to do at the table? Were we going to give things out? Can we leave items out? George-At the end of the day we want people to pass that table and join us/look for more information.

e. Amanda-Is there something else we can do that is a simple thing? Take the first step, say hello to your neighbor? Say hello to someone you have never met? A call to action that gets people thinking hey that is easy...I can do that. Joyce-Can the LGBTQIA+ on the DEI commission resource page be linked or available-QR Code. George-It is a good way to identify volunteers and allies as we continue to scale our efforts.

4. Juneteenth

a. George-is this a co-sponsor model or is this coming from the city. Now that we don't have the speaker do we re-allocate that money to the dance/drum group? Michele-At large members voted no for the speaker. We are not bringing that forward. Amanda-Really what we need is a vote to pay for the drum group. That would be split between DEI/City, MORE, and SMSU equally three ways. Unless that SWIF grant comes through. Amanda applied for a SWIF grant in the amount of \$3,000. DEI would cover the \$4,500 up front with 2/3 being reimbursed-1/3 SMSU and 1/3 The MORE Network.

b. George made motion for DEI to pay the \$4,500 up front for the dance group for Juneteenth. Of that amount 1/3 to be reimbursed by SMSU and 1/3 to be reimbursed by The MORE Network. Michele seconds. Motion passes.

c. DEI members will be present at Juneteenth. Addy asked what was wanted at the DEI table. Michele discussed having the pie chart from world café and sharing that with the public to get their feedback. Amanda-What about information on what Juneteenth is?

George-If we can get information put together I think it would be important. Michele asked about linking a website. Joyce-You can link The More Network Website
Amanda talked about also having a tangible item/flier. Joyce-The MORE Network has a handout. Amanda-Joyce can we add commission information on it as well? Joyce-100 percent yes. Nicole added that commission should credit and thank The More Network for letting the commission use the information somewhere. Amanda-Joyce if you send it to me we can modify it with commission information and send it back. Joyce-Yes I can get that to you by noon tomorrow.

d. Michele-Mayor will be doing the proclamation. George and Michele connected with SMSU president and he agreed to talk. He will follow the proclamation. Movie showings at the Marshall Public Library. The tents and the stage will be provide by the city. Michele talked with the athletics department at SMSU and she will work on getting pop from Coca Cola. If we need help with set up the athletics department has offered to help so that may be an option.

e. Joyce-Important to highlight the resources that are available outside of DEI. Who are the experts? DEI may not be the expert on all so making sure that we are highlighting other resources that are available.

5. PRIDE

a. George-I think we are set on PRIDE. See point d. under number 3 for discussion on PRIDE presence and planning.

OTHER

6. Next Meeting

a. Formal Sub budget for DEI Commission. We have looked at high expense categories but we want certain policy on threshold amount on how funds will be allocated for the fiscal year. It can then be brought back to the Committee.

b. Conversation took place about racially insensitive branding and logos. The commissions discussed offering a training opportunity that businesses can attend. George discussed generalized education where parameters can be broad including culturally sensitive marketing practices. Amanda recommended including the chamber and George agreed that would be a good idea.

c. There was conversation around talking points to the City of Marshall such as, “When you are looking at vendors to bring to the city what is the criteria?” Joyce shared that an awareness conversation may be appropriate to share awareness of the harm to members of our community.

Meeting was adjourned at 4:04 pm

Respectfully Submitted,

Ashley Dwire

Diversity, Equity, And Inclusion Commission Bylaws

Article I. Name

The name of this organization shall be the Diversity, Equity, and Inclusion Commission, hereinafter referred to as the Commission.

Article II. Purpose

The Commission seeks to support and advance the City of Marshall's mission, vision, and values by **providing guidance for the development and implementation of proactive diversity, access, inclusion, research, and retention initiatives**. The Commission serves to promote an environment where people come first, are treated with dignity and respect, and are encouraged and supported to achieve their full potential. The Commission **will collaborate with community partners on matters associated with equity and inclusion to foster relationships and advocate for underrepresented populations**.

Article III. Guiding Principles

The Commission is **dedicated to learning, creating innovative ideas, and adapting to the ever-changing environment**. The Commission is taking purposeful action to advance this commitment through the following guiding principles of equity, inclusion, collaboration, and transparency.

- **Equity**
 - Building a racial equity lens into all of the DEI Commission work including strategic planning, policy, and priority setting process, communication strategy, and implementation work.
- **Inclusion**
 - Ensuring that all community members feel respected and benefit from the economic prosperity of the City.
 - Fostering an environment of representation in which all community members feel connected and authentically engaged.
- **Collaboration**
 - Striving for an environment that is committed to teamwork and engagement.
 - Utilizing available resources and partnering with organizations, initiatives, and allies that will advance racial equity in Marshall.
- **Transparency**
 - Building relationships based on honesty, open communication, trust, consistency, and accountability with individuals and/or groups of people who are being disadvantaged or excluded.

Article V. Membership, Composition, Responsibilities, and Meetings

Section 5.01 Membership

- A. Appointments to the Commission shall be made by the Common Council of the City of Marshall from a list of recommendations submitted by The Commission.
- C. Terms - All appointments to the Commission, with the exception of the Standing Positions, shall be three (3) year terms with a maximum of serving two consecutive terms.
 - I. Standing Positions shall be reviewed by the Commission Cochairs at the beginning of every year.
- D. The Commission shall strive to reflect diversity with regard to people of age, race, gender, gender identity and expression, national origin, ancestry, sexual orientation, religion, creed, disability, genetic information, veteran status, and marital status.
- E. Quorum - All appointed at large members shall have voting privileges. Standing Positions shall not have voting privileges. For the transaction of business at all meetings, a quorum of a simple majority of all members must be present.

Section 5.02 Composition

The Commission shall strive to be representative of the diversity of the community's population. The Commission shall consist of nine (9) At-Large members appointed by the Common Council of the City of Marshall as well as Standing Positions as determined by the Commission. The following considerations shall be applied:

- A. Commission membership shall be open to any resident of the City of Marshall or surrounding region.
- B. The Commission may form Sub-Committees or teams to accomplish special projects and/or functions that further the goals and objectives of the Commission. Sub-Committees shall be abolished when its purpose is served. Sub-committees shall make a report of their progress at regularly scheduled Commission meetings.
- C. Officers shall include Co-Chairs.

Section 5.03 Responsibilities of the Members

- A. Adhere to the guidelines set forth in the City of Marshall Code Book found in Chapter 2, Article VI., Division 1 -
https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICO_OR_CH2AD_ARTVIBOCOAU_DIV1GE
 - I. **Section 2-246 Established; Composition; Appointments; Qualifications**
 - The diversity, equity, and inclusion commission is hereby established for the purpose of securing for all residents equitable opportunity in employment, housing, public accommodations, public services and education and full

participation in the affairs of this community, and advising the council on long range programs to improve community relations. Appointments shall be made, effective June 1, for three-year staggered terms.

- The following members will be appointed by the city council.
 - One member of the Marshall City Council.
 - Eight at-large members.
- The city council shall authorize the diversity, equity, and inclusion commission to designate representatives from organizations to a standing position on the commission as written in its bylaws.
- Members of the diversity, equity, and inclusion commission shall be appointed with due regard to their fitness for the efficient dispatch of the functions, powers and duties vested in and imposed upon the commission.

II. Section 2-247 Duties

- In fulfillment of its purpose, the diversity, equity, and inclusion commission's duties and responsibilities shall be to:
 - Adopt bylaws and rules for the conduct of its affairs including the election, assumption of duties and definition of responsibilities of officers and committees.
 - Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequities.
 - Formulate a program for the city to give increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy making and educational programming in the area of, diversity, equity, and inclusion.
 - Guide the mayor, the council and other agencies of the government of diversity, equity, and inclusion issues. Act in an authoritative capacity with respect to planning or operation of any city department on issues of diversity, equity, and inclusion and recommend the adoption of such specific policies or actions as are needed to provide for full equitable opportunities in the community.

- Provide for the commission's assumption of leadership in recognizing and resolving potential problem areas in the community.
- B. Provide feedback about the concerns of all community members to the Commission.
- C. Serve as role models within the community to enhance the visibility and branding of the City of Marshall.

Section 5.04 Meetings

- A. The Commission shall at a minimum meet once a month. Special meetings for urgent matters may be called when necessary.
- B. Either one or both Co-Chairs shall officiate at meetings.
- C. Meetings shall be open to the public. Individuals wishing to express their views will be permitted to do so by placing the item on the agenda through the Co-Chairs or City Staff.

Article VI. Officers and Representatives

- A. The Co-Chairs shall:
 - I. Conduct meetings
 - II. Determine the schedule of meetings
 - III. Appoint Sub-Committees
 - IV. Perform such other duties as the Commission may direct or as specified in the modified Robert's Rules of Order
- B. The Commission shall elect two (2) Co-Chairs and one (1) Secretary who will keep and distribute minutes of the meetings and monitor attendance/absences.
- C. Elections for officers shall be open to all "At-Large" Commission members.

Article VII. Agenda, Minutes and Reports

- A. The agenda, minutes and reports shall be distributed to the Commission members 72 hours prior to scheduled meetings.
- B. Agenda and meeting minutes will be posted on the City of Marshall website.

Article VIII. Ratification and Amendment of Bylaws

- A. The bylaws govern the Commission and its practices. Changes to the bylaws can be proposed by any Commission member or sub-committee provided that any notice of proposed alteration, amendment or repeal shall be given to all voting members twenty (20) working days in advance of the date of the meeting at which the bylaws are to be altered, amended, or repealed.
- B. By a vote of two-thirds (2/3) of the voting membership shall have the power to alter, amend, or repeal the bylaws at any regular or special meeting of the council.

- C. If there is a conflict between the bylaws and Robert's Rules of Order, Revised, the bylaws prevail.

Name	Address	Email	Term Start Date	Exp. Date
At Large Positions				
Michele Knife Sterner CO-CHAIR		Michele.sterner@smsu.edu	1/26/21	5/31/25
George Taylor CO-CHAIR		George.taylor.2@smsu.edu	3/9/21	5/31/25
Joyce Tofte			3/9/21	5/31/25
Jefferson Lee IV				
Amber Kinner-Alahakoon		Amber.kinner-alahakoon@smsu.edu	4/11/23	5/31/25
Ashley Dwire			First	5/31/25
Vacant				
Vacant				
See Moua-Leske, Council Liaison				
Standing Positions				
Name	Entity	Email		
Vacant	Adult Basic Education			
Timothy Mok	Avera Marshall	tmtmok@gmail.com		
Denae Winter	Avera Marshall	Denae.winter@avera.org		
Lauren Mellenthin	Prairie Home Hospice	Lauren.mellenthin@gmail.com		
Nicole Johnson-DeBoer	Southwest Minnesota Arts Council	nicole@swmnarts.org		

Melissa Doherty	Southwestern Center for Independent Living	Melissa@swcil.com Stamp496@gmail.com
Samira Sheikh	United Community Action Partnership	Samira.sheikh@unitedcapmn.org
Beth Ritter	Marshall Public Schools	Elizabeth.ritter@marshall.k12.mn.us
Carol Biren	Southwest Health and Human Services	carol.biren@swmhhs.com
Jeet Sausen / Kumara Jayasuriya	Southwest Minnesota State University, President	President@smsu.edu
Vacant	Southwest Minnesota State University, Student Body President	